

NIH ETHICS OFFICE
Specialist and Assistant Assignments, Effective December 11, 2006
Main Number: 301-402-6628
Fax: 301-480-2281

Ethics Specialist: Anne Frost 301-827-7553 Ethics Assistant: Cathy Holmes OD Ethics Coordinator	Jo Duggan 301-435-7728 (part time) OD backup
Ethics Specialist: Marie Young 301-480-5120 Ethics Assistant: Charmeda Berkley CC, NIAMS, NEI, NIDCD, CSR, NICHD, NINR	Ethics Specialist: Linda Holmes 301-496-8178 Ethics Assistant: Charmeda Berkley NINDS, FIC, NHLBI, NHGRI, NLM
Ethics Specialist: Lynn Pupkar 301-827-7745 Ethics Assistant: Cathy Holmes NCCAM, NIDDK, NIDA, NCMHD <i>NEAC Coordinator</i>	Ethics Specialist: Dwayne Grove 301-827-7554 Ethics Assistant: Cathy Holmes NIGMS, NIDCR, NIAID, NIAAA
Ethics Specialist: Diane Christensen (301-402-2044) Ethics Assistant: Felecia Taylor* ORS Service Center (ORS, ORF, CIT, NIBIB, NIA, NCRR), NIMH	Ethics Specialist: Sandie Dunham 301-496-5170 Ethics Assistant: Felecia Taylor NCI, NIEHS

For each IC assigned, NEO Specialists will:

1. Notify IC Senior employees of required actions and/or submissions required, e.g., financial disclosure reports, annual reports, or renewals. Collect and process the forms.
2. Review all forms, actions, and other incoming documents for Senior employees and Deputy Ethics Counselors (DEC). NOTE: Financial disclosure reports for DEC's are requested by the OGC/ Ethics Division and completed reports are returned to OGC. NEO reviews all other actions and forms for DEC's.
3. Serve as the primary contact for the assigned ICs for procedural and policy questions, foreign entity determinations and assistance with other ethics issues as needed.
4. Review IC submissions for NEAC to resolve any issues before submission to the NEO NEAC Coordinator.
5. Work with the ICs to keep the list of NIH Senior employees updated.
6. Work with the ICs to maintain accuracy of filer designations for Senior employees (278 vs. 450) in EMIS.

*For general questions regarding EMIS, contact Felecia Taylor (301) 594-0279 or Fran Plyler (after 10:00 AM) at (623) 907-5978. However, technical problems must be reported to the NIH Help Desk.